JOB SHEET 10-9
LOADING/UNLOADING THE OPTICAL DISK

INTRODUCTION

Optical Disks need to be turned over or changed when they get full. In addition, you may want to view data from Optical Disks acquired from other sites. There are a few simple procedures which must be remembered when changing Optical Disks.

OBJECTIVE

Use the standard procedure for loading and unloading optical disks.

REFERENCE

NWS EHB 6-531 OPERATION INSTRUCTIONS: PUP GROUP, Table 2-3.8 and NWS EHB 6-53∅, p. 4-188.1

PROCEDURE

TO CHANGE OPTICAL DISKS:

NOTE - If the green light is blinking, it means that data is either being read from, or written to the disk. Always check the status of the Archive **S,A**. If an archive function is active cancel it through the Archive Menu by typing **A,C,A**.

1.   At the Optical Disk drive, push in the **GREEN-LIT** button.

   -    The bright red warning sign posted on the unit tells you to dismount the software before taking out the disk. First cancel the archive process, then push in the GREEN-LIT Button. This allows you to disengage the disk for removal. <u>NEVER try to remove a disk while this button is lit</u>.

   -    The light slowly flashes, then goes off. You are now ready for step 2.

2.   Remove the disk by:

   -    Turning the drive knob counter-clockwise one-quarter turn.

   -    Then push the drive knob again, **slightly** counter-clockwise. The disk is partially eject, allowing you to better grasp it.

3.   Take the disk out.

   NOTE: The side on the bottom, is the side written to, or read from.

   CAUTION: Occasionally an optical disk gets stuck in the drive. To remove a stuck disk...

   a.   Push down the cartridge tray just below the inserted disk. (with a finger)

   b.   On the right side of the Drive Knob, stick a small screwdriver in the gap made in the previous step.

   c.   Move the screwdriver about 2 cm to the right, until it meets a little white post. Move the post 1 cm to the right.

   d.   While holding the white post in this position, turn the drive knob counter-clockwise to eject the optical disk.

Now you are ready to flip this disk over or insert another disk.

4.   Insert the disk by:

   -      Pushing the disk gently into the drive until it is fully inserted.

   -      Turn the Drive Knob clockwise until it locks into place.

5.   Push the now unlit (GREEN) Button.

   -      The light will slowly blink on and off, and will become steady GREEN when the disk is ready for access.

NOTE: Any new optical disk which is used in the PUP or RPG optical disk drives must first be initialized. See procedures in the PUP Operator's Manual (2-2.4.7) for details.

END